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From: McGuire, Thomas M (DPH)
Sent: Wednesday, October 20, 2010 4:47 PM
To: Nassif, Julianne (DPH)
Subject: RE: PSN Award Closed/Reporting Forms
Attachments: PSN QUARTERLY REPORTING FORMS for Crime LAB 2010 (3).xls

Julie,

Here it is. I followed Kevin's instructions in his second paragraph. Please feel free to make any edit that you thing necessary.

From: Nassif, Julianne (DPH)
Sent: Monday, October 18, 2010 3:18 PM
To: McGuire, Thomas M (DPH); Connolly, Grace (DPH)
Subject: FW: PSN Award Closed/Reporting Forms

See below. I thought we spent every penny! I hate to revert \$\$\$\$. Let's discuss completion of the forms tomorrow.
Thanks, Julie

From: Stanton, Kevin (OGR)
Sent: Monday, October 18, 2010 2:55 PM
To: Nassif, Julianne (DPH)
Cc: Stanton, Kevin (OGR)
Subject: PSN Award Closed/Reporting Forms

Julianne,

Hope all is well! Your previously funded PSN grant award is now closed. There is \$341.28 remaining from your award which will be reverted back to our PSN federal account. Could you please complete one fiscal report which details how you spent the funds for the duration of this grant? I need it for our file and can't work on funding your department with a second grant award before closing out the previous grant appropriately. If funded again by the USAO, the attached forms will be required for the second award too but on a quarterly basis along with a quarterly programmatic report.

Just to reiterate, you only need to fill out the attached documents one time to encompass the grant spending for the whole duration of the previous award. Please disregard the reporting periods and dates due as they won't pertain to you at this time. When you open the attachment, there are several tabs at the bottom of the document. You only need to complete the tabs called "Qtr Fin Rpt" which is yellow and "Detailed Qtr Fin Rpt" which is orange. Please let me know if you have any questions.

Thanks,
Kevin